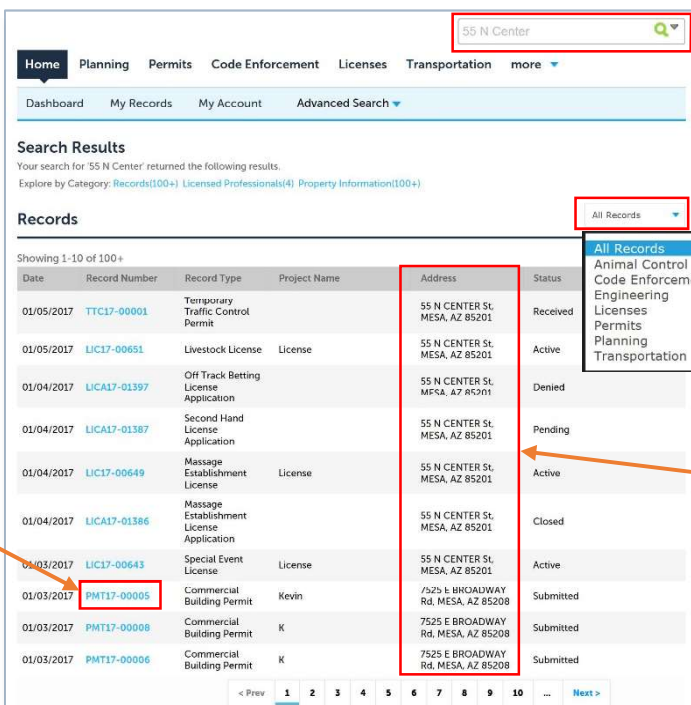


# DIMES Logged in Search

DIMES offers a vast array of search engine functions. To assist with basic system navigation, please review the following information to help minimize any concerns and guide you through searching Mesa's existing public files. Please reference "Mesa DIMES Citizens Access Program" handout on logging into DIMES before processing through this training guide sheet.

## GENERAL SEARCH

The general search function provides numerous advantages. It searches any stored files, such as: current and past permits, physical addresses, property owners, etc. This feature can be accessed from any screen.



**General Search**

Search Results  
Your search for '55 N Center' returned the following results.  
Explore by Category: Records(100+) Licensed Professionals(4) Property Information(100+)

**Records**

Showing 1-10 of 100+

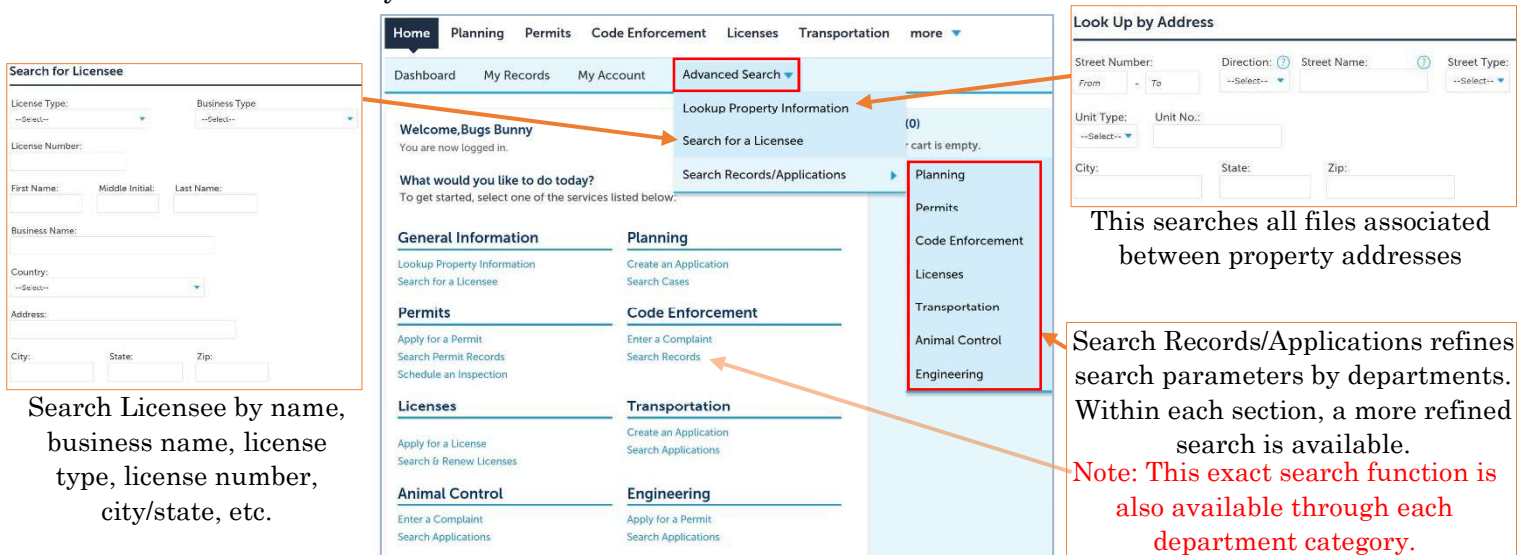
Date	Record Number	Record Type	Project Name	Address	Status
01/05/2017	TTC17-00001	Temporary Traffic Control Permit		55 N CENTER ST, MESA, AZ 85201	Received
01/05/2017	LIC17-00651	Livestock License	License	55 N CENTER ST, MESA, AZ 85201	Active
01/04/2017	LIC17-01397	Off Track Betting License Application		55 N CENTER ST, MESA, AZ 85201	Denied
01/04/2017	LIC17-01387	Second Hand License Application		55 N CENTER ST, MESA, AZ 85201	Pending
01/04/2017	LIC17-00649	Massage Establishment License	License	55 N CENTER ST, MESA, AZ 85201	Active
01/04/2017	LIC17-01386	Massage Establishment License Application		55 N CENTER ST, MESA, AZ 85201	Closed
01/03/2017	LIC17-00643	Special Event License	License	55 N CENTER ST, MESA, AZ 85201	Active
01/03/2017	PMT17-00005	Commercial Building Permit	Kevin	7525 E BROADWAY RD, MESA, AZ 85208	Submitted
01/03/2017	PMT17-00008	Commercial Building Permit	K	7525 E BROADWAY RD, MESA, AZ 85208	Submitted
01/03/2017	PMT17-00006	Commercial Building Permit	K	7525 E BROADWAY RD, MESA, AZ 85208	Submitted

Within search result, select the **blue highlighted** Record to review file details

**General Search results.** This option locates ALL files associated with the drop down above. For example, permit PMT17-00005 does not show 55 N Center; however, someone may have used this address somewhere within the file.

## ADVANCED SEARCH – This function refines search parameters to help narrow results.

This feature is only available from the Home and Dashboard screens



**Search for Licensee**

License Type: --Select-- Business Type: --Select--

License Number: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Country: --Select--

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Advanced Search**

Welcome, Bugs Bunny  
You are now logged in.

What would you like to do today?  
To get started, select one of the services listed below.

**General Information**

- Lookup Property Information
- Search for a Licensee

**Permits**

- Apply for a Permit
- Search Permit Records
- Schedule an Inspection

**Licenses**

- Apply for a License
- Search & Renew Licenses

**Animal Control**

- Enter a Complaint
- Search Applications

**Planning**

- Create an Application
- Search Cases

**Code Enforcement**

- Enter a Complaint
- Search Records

**Transportation**

- Create an Application
- Search Applications

**Engineering**

- Apply for a Permit
- Search Applications

**Look Up by Address**

Street Number: \_\_\_\_\_ Direction: (i) Street Name: \_\_\_\_\_ Street Type: \_\_\_\_\_

Unit Type: --Select-- Unit No.: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**This searches all files associated between property addresses**

**Search Records/Applications refines search parameters by departments.** Within each section, a more refined search is available.

**Note: This exact search function is also available through each department category.**